



Administrative Support I

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**Details**

**Job ID : 467**

**Title :** Administrative Support I

**Job Code :** 401

**Salary :** \$1,667.00 (Monthly)

**Grade :** 4

**Tenured :** YES

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**Job Departments**

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Court Services
- Administrative Services - Real Property
- Administrative Services

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**Purpose**

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

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**Required Qualifications**

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 1 Year of Work Experience

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

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**Job Preferred Knowledge**

- CUSTOMER SERVICE EXPERIENCE

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**Job Duties**

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS



## Administrative Support I

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### **Job Duties**

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- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED





Administrative Support II

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**Details**

**Job ID : 470**

**Title :** Administrative Support II

**Job Code :** 501

**Salary :** \$1,784.00 (Monthly)

**Grade :** 5

**Tenured :** YES

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**Job Departments**

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

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**Purpose**

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

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**Required Qualifications**

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 2 Years of Related Experience

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**Job Required Knowledge**

- 2 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED

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**Job Preferred Knowledge**

- CUSTOMER SERVICE EXPERIENCE

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**Job Duties**

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS



## Administrative Support II

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### Job Duties

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- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support III

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**Details**

**Job ID : 469**

**Title :** Administrative Support III

**Job Code :** 601

**Salary :** \$1,909.00 (Monthly)

**Grade :** 6

**Tenured :** YES

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**Job Departments**

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

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**Purpose**

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

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**Required Qualifications**

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 3 Years of Related Experience

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**Job Required Knowledge**

- 3 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

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**Job Preferred Knowledge**

- CUSTOMER SERVICE EXPERIENCE

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**Job Duties**

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY



### Administrative Support III

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#### **Job Duties**

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- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Case Specialist I - FDC

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**Details**

**Job ID : 484**

**Title :** Case Specialist I - FDC

**Job Code :** 731

**Salary :** \$2,042.00 (Monthly)

**Grade :** 7

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

Responsible for aiding with assignment of individuals requiring assistance in a variety of areas, such as substance abuse treatment, educational, vocational, and life skills training, to community resources and treatment programs.

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**Required Qualifications**

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** None

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**Job Required Knowledge**

- Knowledge of criminal justice system, mental health, and related community resources
- 4 year college degree must be in a human services field

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**Job Skills/Abilities**

- Basic computer skills
- Good organizational skills
- Communication skills

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**Job Duties**

- Conducts site visits with participants
- Provides treatment services guidance to clients on problems, such as unsatisfactory family relationships or drug addiction
- Refers clients to proper treatment program and coordinates their participation
- May provide crisis intervention services
- May assist in monitoring compliance with court orders
- May administer drug tests to participants in the field and office
- Compiles records and prepares reports on status of participant
- May appear in court with participant before a Judge to report on participant's progress
- May refer cases to necessary mediation services
- May assist victims in filing criminal complaints
- May assist in monitoring compliance with court orders
- Other duties as assigned



Case Specialist I - JDC

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**Details**

**Job ID : 389**

**Title :** Case Specialist I - JDC

**Job Code :** 729

**Salary :** \$2,042.00 (Monthly)

**Grade :** 7

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

RESPONSIBLE FOR AIDING WITH ASSIGNMENT OF INDIVIDUALS REQUIRING ASSISTANCE IN A VARIETY OF AREAS, SUCH AS SUBSTANCE ABUSE TREATMENT, EDUCATIONAL, VOCATIONAL, AND LIFE SKILLS TRAINING, TO COMMUNITY RESOURCES AND TREATMENT PROGRAMS.

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**Required Qualifications**

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** None

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**Job Required Knowledge**

- KNOWLEDGE OF CRIMINAL JUSTICE SYSTEM, MENTAL HEALTH, AND RELATED COMMUNITY RESOURCES.
- 4 YEAR COLLEGE DEGREE IN HUMAN SERVICES FIELD

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

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**Job Duties**

- CONDUCTS SITE VISITS WITH PARTICIPANTS
- PROVIDES TREATMENT SERVICES GUIDANCE TO CLIENTS ON PROBLEMS, SUCH AS UNSATISFACTORY FAMILY RELATIONSHIPS OR DRUG ADDICTION
- REFERS CLIENTS TO PROPER TREATMENT PROGRAM AND COORDINATES THEIR PARTICIPATION
- MAY PROVIDE CRISIS INTERVENTION SERVICES
- MAY ASSIST IN MONITORING COMPLIANCE WITH COURT ORDERS
- MAY ADMINISTER DRUG TESTS TO PARTICIPANTS IN THE FIELD AND OFFICE
- COMPILES RECORDS AND PREPARES REPORTS ON STATUS OF PARTICIPANT
- MAY APPEAR IN COURT WITH PARTICIPANT BEFORE A JUDGE TO REPORT ON PARTICIPANTS' PROGRESS
- MAY PROVIDE TRAINING CONCERNING SPECIFIC TREATMENT RESOURCES
- MAY REFER CASES TO NECESSARY MEDIATION SERVICES
- MAY ASSIST VICTIMS IN FILING CRIMINAL COMPLAINTS
- OTHER DUTIES AS ASSIGNED



## Case Specialist II - FDC

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### Details

**Job ID : 485**

**Title :** Case Specialist II - FDC

**Job Code :** 831

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

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### Job Departments

- Juvenile Services

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### Purpose

Responsible for aiding with assignment of individuals requiring assistance in a variety of areas, such as substance abuse treatment, educational, vocational, and life skills training, to community resources and treatment programs.

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### Required Qualifications

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** None

**Experience :** 2 Years of Related Experience

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### Job Required Knowledge

- Knowledge of criminal justice system, mental health, and related community resources
- 4 year college degree must be in a human services field
- 2 years related experience must be as a Case Specialist I - FDC

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### Job Skills/Abilities

- Basic computer skills
- Good organization skills
- Communication skills

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### Job Duties

- Conducts site visits with participants
- Provides treatment services guidance to clients on problems, such as unsatisfactory family relationships or drug addiction
- Refers clients to proper treatment program and coordinates their participation
- May provide crisis intervention services
- May assist in monitoring compliance with courts orders
- May administer drug tests to participants in the field and office
- Compiles records and prepares reports on status of participant
- May appear in court with participant before a Judge to report on participant's progress
- May provide training concerning specific treatment resources
- May refer cases to necessary mediation services
- May assist victims in filing criminal complaints
- Other duties as assigned



Case Specialist II - JDC

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**Details**

**Job ID : 390**

**Title :** Case Specialist II - JDC

**Job Code :** 829

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

RESPONSIBLE FOR AIDING WITH ASSIGNMENT OF INDIVIDUALS REQUIRING ASSISTANCE IN A VARIETY OF AREAS, SUCH AS SUBSTANCE ABUSE TREATMENT, EDUCATIONAL, VOCATIONAL, AND LIFE SKILLS TRAINING, TO COMMUNITY RESOURCES AND TREATMENT PROGRAMS.

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**Required Qualifications**

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** None

**Experience :** 2 Years of Related Experience

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**Job Required Knowledge**

- KNOWLEDGE OF CRIMINAL JUSTICE SYSTEM, MENTAL HEALTH, AND RELATED COMMUNITY RESOURCES.
- 4 YEAR COLLEGE DEGREE MUST BE IN A HUMAN SERVICES FIELD
- 2 YEARS EXPERIENCE MUST BE AS A CASE SPECIALIST I - JDC

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

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**Job Duties**

- CONDUCTS SITE VISITS WITH PARTICIPANTS
- PROVIDES TREATMENT SERVICES GUIDANCE TO CLIENTS ON PROBLEMS, SUCH AS UNSATISFACTORY FAMILY RELATIONSHIPS OR DRUG ADDICTION
- REFERS CLIENTS TO PROPER TREATMENT PROGRAM AND COORDINATES THEIR PARTICIPATION
- MAY PROVIDE CRISIS INTERVENTION SERVICES
- MAY ASSIST IN MONITORING COMPLIANCE WITH COURT ORDERS
- MAY ADMINISTER DRUG TESTS TO PARTICIPANTS IN THE FIELD AND OFFICE
- COMPILES RECORDS AND PREPARES REPORTS ON STATUS OF PARTICIPANT
- MAY APPEAR IN COURT WITH PARTICIPANT BEFORE A JUDGE TO REPORT ON PARTICIPANTS' PROGRESS
- MAY PROVIDE TRAINING CONCERNING SPECIFIC TREATMENT RESOURCES
- MAY REFER CASES TO NECESSARY MEDIATION SERVICES
- MAY ASSIST VICTIMS IN FILING CRIMINAL COMPLAINTS
- OTHER DUTIES AS ASSIGNED



Case Specialist III - FDC

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**Details**

**Job ID : 486**

**Title :** Case Specialist III - FDC

**Job Code :** 932

**Salary :** \$2,366.00 (Monthly)

**Grade :** 9

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

Responsible for aiding with assignment of individuals requiring assistance in a variety of areas, such as substance abuse treatment, educational, vocational, and life skills training, to community resources and treatment programs.

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**Required Qualifications**

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** None

**Experience :** 4 Years of Related Experience

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**Job Required Knowledge**

- Knowledge of criminal justice system, mental health, and related community resources
- 4 year college degree must be in a human services field
- 4 years related experience must be as a Case Specialist II - FDC

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**Job Skills/Abilities**

- Basic computer skills
- Good organizational skills
- Communication skills

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**Job Duties**

- Conducts site visits with participants
- Provides treatment services guidance to clients on problems, such as unsatisfactory family relationships or drug addiction
- Refers clients to proper treatment program and coordinates their participation
- May provide crisis intervention services
- May assist in monitoring compliance with court orders
- May administer drug tests to participants in the field and office
- Compiles records and prepares reports on status of participant
- May appear in court with participant before a Judge to report on participant's progress
- May provide training concerning specific treatment resources
- May refer cases to necessary mediation services
- May assist victims in filing criminal complaints
- Other duties as assigned



Case Specialist III - JDC

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**Details**

**Job ID : 391**

**Title :** Case Specialist III - JDC

**Job Code :** 929

**Salary :** \$2,366.00 (Monthly)

**Grade :** 9

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

RESPONSIBLE FOR AIDING WITH ASSIGNMENT OF INDIVIDUALS REQUIRING ASSISTANCE IN A VARIETY OF AREAS, SUCH AS SUBSTANCE ABUSE TREATMENT, EDUCATIONAL, VOCATIONAL, AND LIFE SKILLS TRAINING, TO COMMUNITY RESOURCES AND TREATMENT PROGRAMS.

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**Required Qualifications**

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** None

**Experience :** 4 Years of Related Experience

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**Job Required Knowledge**

- KNOWLEDGE OF CRIMINAL JUSTICE SYSTEM, MENTAL HEALTH, AND RELATED COMMUNITY RESOURCES.
- 4 YEAR COLLEGE DEGREE MUST BE IN A HUMAN SERVICES FIELD
- 4 YEARS EXPERIENCE MUST BE AS A CASE SPECIALIST II - JDC

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

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**Job Duties**

- CONDUCTS SITE VISITS WITH PARTICIPANTS
- PROVIDES TREATMENT SERVICES GUIDANCE TO CLIENTS ON PROBLEMS, SUCH AS UNSATISFACTORY FAMILY RELATIONSHIPS OR DRUG ADDICTION
- REFERS CLIENTS TO PROPER TREATMENT PROGRAM AND COORDINATES THEIR PARTICIPATION'MAY PROVIDE CRISIS INTERVENTION SERVICES
- MAY ASSIST IN MONITORING COMPLIANCE WITH COURT ORDERS
- MAY ADMINISTER DRUG TESTS TO PARTICIPANTS IN THE FIELD AND OFFICE
- COMPILES RECORDS AND PREPARES REPORTS ON STATUS OF PARTICIPANT
- MAY APPEAR IN COURT WITH PARTICIPANT BEFORE A JUDGE TO REPORT ON PARTICIPANTS' PROGRESS
- MAY PROVIDE TRAINING CONCERNING SPECIFIC TREATMENT RESOURCES
- MAY REFER CASES TO NECESSARY MEDIATION SERVICES
- MAY ASSIST VICTIMS IN FILING CRIMINAL COMPLAINTS
- OTHER DUTIES AS ASSIGNED



CDW-Volunteers, Summer Workers, J.T.P.A.Workers, Interns

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**Details**

**Job ID : 514**

**Title :** CDW-Volunteers, Summer Workers, J.T.P.A.Workers, Interns

**Job Code :** 999

**Salary :** \$0.00 (Monthly)

**Grade :** 0

**Tenured :** NO

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**Job Departments**

- Juvenile Services

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**Purpose**

To assist in the departments of Juvenile Services.

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**Required Qualifications**

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** None

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**Job Required Knowledge**

- Must submit form CDW 21 (14 days in advance of placement) Must obtain approval from General Manager
- Sign confidentiality agreement
- Must submit CDW-23 for Criminal Background Check
- Volunteers, summer workers, or students may not take complaints, make custody decisions, conduct formal conferences, conduct prior record checks, perform any on-call duties, or provide a "listening ear" service to the juvenile, parent or victim.

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**Job Skills/Abilities**

- Basic Computer Skills
- Good Communication Skills written and oral

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**Job Preferred Knowledge**

- Program knowledge

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**Job Duties**

- Researching and developing additional resources
- Recruiting resource persons for diversion seminars and workshops
- Acting as co-leaders for CDW seminars and workshops
- Researching and developing diversion seminars
- Researching and developing community work sites
- Helping to develop better working relationships with local college and/or university staff
- Helping to update CDW office resource material and master list.



Child Education & Development Coordinator

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**Details**

**Job ID : 414**

**Title :** Child Education & Development Coordinator

**Job Code :** 1031

**Salary :** \$2,603.00 (Monthly)

**Grade :** 10

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

RESPONSIBLE FOR PROVIDING SUBSTANCE ABUSE ASSESSMENT AND EDUCATION FOR CHILDREN IN FAMILY DRUG COURT

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**Required Qualifications**

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** None

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**Job Required Knowledge**

- 4 YEAR COLLEGE DEGREE MUST BE IN SOCIAL WORK, PSYCHOLOGY, OR OTHER SOCIAL SERVICES FIELD

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**Job Skills/Abilities**

- COMPUTER SKILLS
- EXCELLENT WRITTEN AND ORAL COMMUNICATION SKILLS
- ABILITY TO MAINTAIN PROFESSIONAL RELATIONSHIPS WITH CO-WORKERS, COURT OF JUSTICE OFFICIALS AND STAFF, AND THE PUBLIC

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**Job Preferred Knowledge**

- SOCIAL WORK, PSYCHOLOGY OR OTHER SOCIAL SERVICES FIELD

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**Job Duties**

- CONDUCT INDIVIDUAL SCREENING AND ASSESSMENT TO DETERMINE DEVELOPMENTAL NEEDS OF CHILDREN INVOLVED IN THE FAMILY DRUG COURT
- CONDUCT INDIVIDUAL AND GROUP EDUCATIONAL SESSIONS FOR CHILDREN ON ADDICTION AND RECOVERY
- PROVIDE AGE APPROPRIATE SERVICES TO CHILDREN REGARDING SUBSTANCE ABUSE PREVENTION
- PROVIDE CONSULTATION TO FAMILY DRUG COURT TEAM ON POLICY ISSUES RELATED TO CHILD DEVELOPMENT, CHILD PROTECTION AND PERMANENCY
- PROVIDE TECHNICAL ASSISTANCE AND SERVE AS LIAISON BETWEEN FAMILY DRUG COURT STAFF, FAMILY DRUG COURT TEAM, CHILD PROTECTIVE SERVICES AND THE FAMILY DRUG COURT JUDGE
- SERVE AS LIAISON BETWEEN TREATMENT PROVIDERS AND DRUG COURT TEAM AS THEIR SERVICES RELATE TO CHILDREN
- OTHER DUTIES AS ASSIGNED



Clinical Supervisor - Family Drug Court

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**Details**

**Job ID : 507**

**Title :** Clinical Supervisor - Family Drug Court

**Job Code :** 1307

**Salary :** \$3,338.00 (Monthly)

**Grade :** 13

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

RESPONSIBLE FOR EVALUATING AND ENFORCING TREATMENT REGULATIONS, POLCIES AND PROCEDURES OF THE FAMILY DRUG COURT PROGRAM. PROVIDE ONGOING MONITORING, SUPERVISION, CONSULTATION AND TRAINING TO ALL STAFF INVOLVED WITH TREATMENT AND CASE MANAGEMENT OF FAMILY DRUG COURT PARTICIPANTS. CONDUCT GROUP COUNSELING FOR THE FAMILY DRUG COURT PROGRAM.

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**Required Qualifications**

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** None

**Experience :** 2 Years of Related Experience

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**Job Required Knowledge**

- KNOWLEDGE OF SUBSTANCE ABUSE TREATMENT AND RELATED COMMUNITY RESOURCES
- 4 YEAR COLLEGE DEGREE MUST BE IN COUNSELING, PSYCHOLOGY, SOCIAL WORK OR RELATED FIELD
- CADC, LCSW, LICENSED PSYCHOLOGIST, CERTIFIED PROFESSIONAL COUNSELOR, OR OTHER MEETING THE REQUIREMENTS OF 908KAR1:370(8) SECTION 8
- MUST HAVE COMPLETED 12 HOURS OF SPECIALIZED TRAINING IN CLINICAL SUPERVISION AND 12 HOURS OF SPECIALIZED CASE MANAGEMENT TRAINING
- 2 YEARS RELATED EXPERIENCE MUST INCLUDE 2 YEARS SUPERVISORY EXPERIENCE POST CADC CERTIFICATION

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- MUST BE ABLE TO ORGANIZE AND PRIORITIZE TASKS AS REQUIRED
- ABILITY TO MAINTAIN UTMOST CONFIDENTIALITY OF INFORMATION RELATED TO THE COURSE OF EMPLOYMENT

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**Job Preferred Knowledge**

- KNOWLEDGE OF THE CRIMINAL JUSTICE SYSTEM

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**Job Duties**

- REVIEW REPORTS FROM TREATMENT STAFF TO ENSURE COMPLIANCE WITH POLICIES AND PROCEDURES
- PARTICIPATE IN COUNSELING AND TREATMENT OF PARTICIPANTS KEEPING UPDATED ON THE LATEST SUBSTANCE ABUSE RELATED LITERATURE, PRACTICES, AND INTERVENTIONS ANDDISSEMINATING THE INFORMATION TO STAFF INVOLVED WITH THE TREATMENT AND CASE MANAGEMENT OF FAMILY DRUG COURT PARTICIPANTS
- PROVIDE QUALITY ASSURANCE WITHIN THE PROGRAM AND FOR FACILITIES TO WHICH PARTICIPANTS ARE REFERRED REVIEW, MAINTAIN, AND ENSURE THAT CASE FILES ARE ORGANIZED, CURRENT, AND MEET ALL REQUIREMENTS OF 908 KAR 1:370 LICENSING PROCEDURES AND STANDARDS FOR PERSONS AND AGENCIES OPERATING NON-MEDICAL AND NON-HOSPITAL BASED ALCOHOL AND OTHER DRUG ABUSE TREATMENT PROGRAMS
- ASSIST PROGRAM SUPERVISOR IN THE AREA OF COMMUNITY DEVELOPMENT BY CONSULTING WITH AND MAINTAINING
- COMMUNICATION AND EFFECTIVE WORKING RELATIONSHIPS WITH SERVICE PROVIDERS AND COMMUNITY AGENCIES
- OTHER DUTIES AS REQUIRED



Court Designated Worker I

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**Details**

**Job ID : 362**

**Title :** Court Designated Worker I

**Job Code :** 704

**Salary :** \$2,042.00 (Monthly)

**Grade :** 7

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

PERFORMS SPECIALIZED INTAKE WORK ON JUVENILES WHO HAVE PUBLIC OR STATUS OFFENSE ACTIONS BROUGHT AGAINST THEM.

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**Required Qualifications**

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** None

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**Job Required Knowledge**

- 4 YEAR COLLEGE DEGREE IN PSYCHOLOGY, FAMILY SERVICES, OR RELATED JUSTICE FIELD
- EXPERIENCE WITH A JUVENILE JUSTICE PROGRAM OR SOCIAL SERVICE AGENCY WILL SUBSTITUTE EDUCATION 1:1

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- 1 YEAR EXPERIENCE WITH A JUVENILE PROGRAM OR SOCIAL SERVICE AGENCY

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**Job Duties**

- RECEIVES PUBLIC AND STATUS OFFENSE COMPLAINTS AGAINST JUVENILES
- ARRANGES PLACEMENTS FOR JUVENILES TAKEN INTO CUSTODY BY LAW ENFORCEMENT OFFICERS
- CONDUCTS PRELIMINARY INQUIRY ON COMPLAINTS FILED AGAINST JUVENILES
- RECOMMENDS FORMAL PROCESSING OR INFORMAL DISPOSITION
- FORMULATES AND SUPERVISES DIVERSION AGREEMENTS
- MAINTAINS RECORDS
- KEEPS STATISTICAL INFORMATION
- OTHER DUTIES AS ASSIGNED



Court Designated Worker II

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**Details**

**Job ID : 363**

**Title :** Court Designated Worker II

**Job Code :** 804

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

PERFORMS SPECIALIZED INTAKE WORK ON JUVENILES WHO HAVE PUBLIC OR STATUS OFFENSE ACTIONS BROUGHT AGAINST THEM.

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**Required Qualifications**

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** None

**Experience :** 2 Years of Related Experience

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**Job Required Knowledge**

- 4 YEAR COLLEGE DEGREE MUST BE IN PSYCHOLOGY, FAMILY SERVICES, OR RELATED JUVENILE JUSTICE FIELD
- 2 YEARS RELATED EXPERIENCE MUST BE AS A COURT DESIGNATED WORKER I

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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**Job Duties**

- RECEIVES PUBLIC AND STATUS OFFENSE COMPLAINTS AGAINST JUVENILES
- ARRANGES PLACEMENTS FOR JUVENILES TAKEN INTO CUSTODY BY LAW ENFORCEMENT OFFICERS
- CONDUCTS PRELIMINARY INQUIRY ON COMPLAINTS FILED AGAINST JUVENILES
- RECOMMENDS FORMAL PROCESSING OR INFORMAL DISPOSITION
- FORMULATES AND SUPERVISES DIVERSION AGREEMENTS
- MAINTAINS RECORDS
- KEEPS STATISTICAL INFORMATION
- OTHER DUTIES AS ASSIGNED



Court Designated Worker III

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**Details**

**Job ID : 364**

**Title :** Court Designated Worker III

**Job Code :** 904

**Salary :** \$2,366.00 (Monthly)

**Grade :** 9

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

PERFORMS SPECIALIZED INTAKE WORK ON JUVENILES WHO HAVE PUBLIC OR STATUS OFFENSE ACTIONS BROUGHT AGAINST THEM.

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**Required Qualifications**

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** None

**Experience :** 4 Years of Related Experience

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**Job Required Knowledge**

- 4 YEAR COLLEGE DEGREE MUST BE IN PSYCHOLOGY, FAMILY SERVICES, OR RELATED JUVENILE JUSTICE FIELD
- 4 YEARS RELATED EXPERIENCE MUST BE AS A COURT DESIGNATED WORKER II

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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**Job Duties**

- RECEIVES PUBLIC AND STATUS OFFENSE COMPLAINTS AGAINST JUVENILES
- ARRANGES PLACEMENTS FOR JUVENILES TAKEN INTO CUSTODY BY LAW ENFORCEMENT OFFICERS
- CONDUCTS PRELIMINARY INQUIRY ON COMPLAINTS FILED AGAINST JUVENILES
- RECOMMENDS FORMAL PROCESSING OR INFORMAL DISPOSITION
- FORMULATES AND SUPERVISES DIVERSION AGREEMENTS
- MAINTAINS RECORDS
- KEEPS STATISTICAL INFORMATION
- OTHER DUTIES AS ASSIGNED



Dependent Children Services Field Coordinator

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**Details**

**Job ID : 368**

**Title :** Dependent Children Services Field Coordinator

**Job Code :** 912

**Salary :** \$2,366.00 (Monthly)

**Grade :** 9

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

RESPONSIBLE FOR PROVIDING TRAINING, TECHNICAL ASSISTANCE AND SUPERVISION TO CFCRB VOLUNTEERS WHO HAVE BEEN APPOINTED TO LOCAL REVIEW BOARDS TO MONITOR EFFORTS MADE BY THE CABINET FOR HEALTH AND FAMILY SERVICES TOWARD PROVIDING PERMANENT HOMES FOR CHILDREN IN PLACEMENT.

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**Required Qualifications**

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 2 Years of Related Experience

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**Job Required Knowledge**

- 2 YEARS OF RELATED EXPERIENCE MUST BE COURT RELATED OR CHILD PROTECTION SYSTEM EXPERIENCE

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- ABILITY TO TRAVEL STATEWIDE

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**Job Duties**

- OVERSEE ASSIGNED REGION
- COORDINATE MEETINGS
- PERFORM TRAINING OF CITIZEN FOSTER CARE REVIEW BOARD VOLUNTEERS
- LIAISON BETWEEN THE COURT SYSTEM AND SOCIAL SERVICES
- INTERESTED PARTY REVIEWS
- TRAVEL STATEWIDE
- OTHER DUTIES AS ASSIGNED



Family Drug Court Regional Supervisor

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**Details**

**Job ID : 474**

**Title :** Family Drug Court Regional Supervisor

**Job Code :** 1141

**Salary :** \$2,863.00 (Monthly)

**Grade :** 11

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

Responsible for supervision of field staff, within an assigned region, in order to assure compliance with Court of Justice Policies.

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**Required Qualifications**

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 4 Years of Related Experience

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**Job Skills/Abilities**

- Basic Computer Skills
- Travel Statewide
- Communication Skills

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**Job Preferred Knowledge**

- CAD/C

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**Job Duties**

- Site visits at least once a quarter
- Acts as liaison between Family Drug Court staff and Judge
- Assist in screening and interviewing Family Drug Court Personnel
- Supervises and evaluates work of Family Drug Court personnel
- Conducts on-the-job training
- Prepare field reports
- Other duties as assigned



Family Services Administrator

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**Details**

**Job ID : 533**

**Title :** Family Services Administrator

**Job Code :** 6198

**Salary :** \$0.00 (Monthly)

**Grade :** 0

**Tenured :** NO

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**Job Departments**

- Juvenile Services

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**Purpose**

Responsible for providing consultation, training, and support to all staff involved with children and families within the court system. Responsible for performing duties related to the administration of all activities in the Court Improvement Project, Guardian ad Litem Program, and Model Court Initiative.

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**Required Qualifications**

**Education :** None

**Education Substitute :** None

**Experience :** 3 Years of Work Experience

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**Job Duties**

- Day to day supervision and administration of all activities relating to the division such as staff and programmatic activities
- Interpret departmental policies and procedures to departmental personnel
- Develop and implement division policies and procedures statewide
- Monitor, track and report on departmental funding sources
- Establish or adjust work procedures to meet the department's mission
- Produce reports and documents
- Serve on various committees and make contact with court officials, state agencies and field representative concerning the court system regarding children and families
- Travel statewide
- Other duties as assigned



## Field Supervisor

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### Details

**Job ID :** 367

**Title :** Field Supervisor

**Job Code :** 1108

**Salary :** \$2,863.00 (Monthly)

**Grade :** 11

**Tenured :** YES

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### Job Departments

- Juvenile Services

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### Purpose

RESPONSIBLE FOR PERFORMING ADMINISTRATIVE DUTIES AS ASSIGNED BY THE GENERAL MANAGER AND/OR ASSISTANT GENERAL MANAGER RELATING TO THE MANAGEMENT OF COURT DESIGNATED WORKERS IN THE FIELD.

---

### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 4 Years of Related Experience

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### Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE IN JUVENILE SERVICES

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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### Job Duties

- ASSIST IN SCREENING AND INTERVIEWING POTENTIAL CANDIDATES FOR CDW POSITIONS
- SUPERVISES AND EVALUATES WORK OF FIELD PERSONNEL
- CONDUCTS ON THE JOB PERSONNEL TRAINING
- MAY RECOMMEND TRAINING AND NEEDS ASSESSMENT
- MAY ACT AS A LIAISON BETWEEN CENTRAL STAFF AND LOCAL OFFICIALS
- PREPARES FIELD VISIT REPORTS
- MAY INVESTIGATE AND IMPLEMENT APPROPRIATE DISCIPLINARY ACTIONS CONCERNING PERSONNEL PROBLEMS
- MONITORS WORK LOAD AND RECOMMENDS STAFFING ADJUSTMENTS TO MANAGEMENT
- REVIEWS AND MONITORS TIMESHEET, TRAVEL VOUCHER, AND PROGRAM STATISTICS
- SUPERVISES DATA ENTRY OPERATORS
- OVERSIGHT OF SPECIFIC FEDERAL GRANTS
- RESPONSIBLE FOR ANNUAL REPORT INFORMATION
- DESIGN SPECIALIZED REPORTS
- TRAVEL STATEWIDE
- COORDINATES THE ORGANIZATION AND IMPLEMENTATION OF LRE PROGRAMS
- PREPARES FIELD VISITS/PROGRAM REPORTS
- ESTABLISH EDUCATION OUTREACH
- COLLECTS AND ORGANIZES DEPARTMENT STATISTICS FOR ANNUAL REPORT
- OTHER DUTIES AS ASSIGNED



GAL Training Development Specialist

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**Details**

**Job ID : 366**

**Title :** GAL Training Development Specialist

**Job Code :** 818

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

RESPONSIBLE FOR GUARDIAN AD LITEM TRAINING AND EDUCATION PROGRAM.

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**Required Qualifications**

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 1 Year of Work Experience

---

**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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**Job Duties**

- COORDINATES TRAININGS
- COORDINATES SCHEDULES
- OTHER DUTIES AS ASSIGNED



Law Related Education Coordinator

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**Details**

**Job ID : 365**

**Title :** Law Related Education Coordinator

**Job Code :** 1109

**Salary :** \$2,863.00 (Monthly)

**Grade :** 11

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

RESPONSIBLE FOR THE ORGANIZATION AND IMPLEMENTATION OF A LAW RELATED EDUCATION PROGRAM.

---

**Required Qualifications**

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 4 Years of Related Experience

---

**Job Required Knowledge**

- 4 YEARS OF EXPERIENCE MUST INCLUDE COURT EXPERIENCE OR TRAINING EXPERIENCE

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- ABILITY TO TRAVEL STATEWIDE

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**Job Duties**

- ORGANIZE AND IMPLEMENT LAW RELATED EDUCATION PROGRAMS SUCH AS TRUANCY DIVERSION AND OTHER DIVERSION PROGRAMS
- TRACK AND REPORT ON FUNDING SOURCES FOR DEPARTMENT
- MAY DEVELOP AND CONDUCT LRE TRAINING AND AWARENESS SESSIONS
- PROVIDES SUPPORT SERVICES AND TECHNICAL ASSISTANCE TO PROGRAM SITES
- MAY ORGANIZE AND PREPARE PROGRAM ACTIVITIES AND MATERIALS FOR PROGRAM IMPLEMENTATION, TRAINING SESSIONS, AND CONFERENCES
- ASSIST DEPARTMENT STAFF WITH PROJECTS, CONTINUING EDUCATION/TRAINING AND ASSIGNMENTS
- ASSISTS WITH PREPARING AND MAINTAINING PROGRAM ACTIVITIES THROUGH DATA COLLECTION AND WRITING REPORTS PROGRAM MATERIALS FOR PROGRAM IMPLEMENTATION, TRAINING SESSIONS, MEETINGS, AND CONFERENCES
- TRAVEL STATEWIDE
- OTHER DUTIES AS ASSIGNED



Program Coordinator

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**Details**

**Job ID : 369**

**Title :** Program Coordinator

**Job Code :** 1107

**Salary :** \$2,863.00 (Monthly)

**Grade :** 11

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

RESPONSIBLE FOR THE ORGANIZATION AND IMPLEMENTATION OF VARIOUS JUVENILE SERVICES PROGRAMS.

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**Required Qualifications**

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 4 Years of Related Experience

---

**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- ABILITY TO TRAVEL STATEWIDE

---

**Job Duties**

- MAY ORGANIZE AND IMPLEMENT LAW RELATED EDUCATION PROGRAM
- TRACK FUNDING SOURCES FOR PROGRAM
- MAY DEVELOP AND CONDUCT LRE TRAINING AND AWARENESS SESSIONS
- PROVIDES SUPPORT SERVICES AND TECHNICAL ASSISTANCE TO PROGRAM SITES
- MAY ORGANIZES PROGRAM ACTIVITIES SUCH AS CONFERENCES
- MAY PREPARE PROGRAM MATERIALS FOR PROGRAM IMPLEMENTATION, TRAINING SESSIONS, AND CONFERENCES
- ASSIST DIVISION STAFF WITH PROJECTS, CONTINUING EDUCATION/TRAINING AND ASSIGNMENTS
- ASSIST WITH WRITING REPORTS, PREPARING AND MAINTAINING THE DIVISION'S POLICY MANUAL
- TRAVEL STATEWIDE
- OTHER DUTIES AS ASSIGNED



Program Supervisor - FDC

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**Details**

**Job ID : 483**

**Title :** Program Supervisor - FDC

**Job Code :** 931

**Salary :** \$2,366.00 (Monthly)

**Grade :** 9

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

Responsible for providing supervision over local family drug court programs and ensuring participants are complying with program requirements

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**Required Qualifications**

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 2 Years of Related Experience

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**Job Required Knowledge**

- Knowledge of criminal justice system, the field of mental health, and related community resources
- 4 year college degree must be in a human services field
- 2 years of related experience must be with substance abuse issues

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**Job Skills/Abilities**

- Must be able to deal with highly stressed people
- Basic computer skills
- Good organizational skills
- Communication skills

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**Job Duties**

- Responsible for participant intake utilizing the addiction
- Severity index assessment and other information for preparing an individualized program plan for each participant to determine the appropriate counseling assignments and support services
- Works with community agencies to provide resources such as financial assistance, alternative housing, medical screening, educational and vocational rehabilitation, and substance abuse treatment providers
- Acts as a liaison to promote the drug court program in the local community
- Responsible for maintaining and reporting program data as required and supervisory responsibilities
- Other duties as assigned



Program Supervisor - JDC

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**Details**

**Job ID : 392**

**Title :** Program Supervisor - JDC

**Job Code :** 930

**Salary :** \$2,366.00 (Monthly)

**Grade :** 9

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

RESPONSIBLE FOR PROVIDING SUPERVISION OVER LOCAL JUVENILE DRUG COURT PROGRAM AND ENSURING PARTICIPANTS ARE COMPLYING WITH PROGRAM REQUIREMENTS.

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**Required Qualifications**

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 2 Years of Related Experience

---

**Job Required Knowledge**

- KNOWLEDGE OF CRIMINAL JUSTICE SYSTEM, THE FIELD OF MENTAL HEALTH, AND RELATED COMMUNITY RESOURCES.
- 4 YEAR COLLEGE DEGREE MUST BE IN A HUMAN SERVICES FIELD
- 2 YEARS OF RELATED EXPERIENCE MUST BE WITH SUBSTANCE ABUSE ISSUES

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**Job Skills/Abilities**

- MUST BE ABLE TO DEAL WITH HIGHLY STRESSED PEOPLE
- BASIC COMPUTER SKILL
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

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**Job Duties**

- RESPONSIBLE FOR PARTICIPANT INTAKE UTILIZING THE ADDICTION
- SEVERITY INDEX ASSESSMENT AND OTHER INFORMATION AND FOR PREPARING AN INDIVIDUALIZED PROGRAM PLAN FOR EACH PARTICIPANT TO DETERMINE THE APPROPRIATE COUNSELING ASSIGNMENTS AND SUPPORT SERVICES
- WORKS WITH COMMUNITY AGENCIES TO PROVIDE RESOURCES SUCH AS FINANCIAL ASSISTANCE, ALTERNATIVE HOUSING, MEDICAL SCREENING, EDUCATIONAL AND VOCATIONAL REHABILITATION, AND SUBSTANCE ABUSE TREATMENT PROVIDERS
- ACTS AS LIAISON TO PROMOTE THE DRUG COURT PROGRAM IN THE LOCAL COMMUNITY
- ALSO RESPONSIBLE FOR MAINTAINING AND REPORTING PROGRAM DATA AS REQUIRED AND SUPERVISORY RESPONSIBILITIES
- OTHER DUTIES AS ASSIGNED



Regional Supervisor - JDC

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**Details**

**Job ID : 394**

**Title :** Regional Supervisor - JDC

**Job Code :** 1130

**Salary :** \$2,863.00 (Monthly)

**Grade :** 11

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

RESPONSIBLE FOR SUPERVISION OF FIELD STAFF, WITHIN AN ASSIGNED REGION, IN ORDER TO ASSURE COMPLIANCE WITH COURT OF JUSTICE POLICIES.

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**Required Qualifications**

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 4 Years of Related Experience

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- TRAVEL STATEWIDE
- COMMUNICATION SKILLS

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**Job Preferred Knowledge**

- CAD/C

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**Job Duties**

- SITE VISITS AT LEAST ONCE A QUARTER
- ACTS AS LIAISON BETWEEN JUVENILE DRUG COURT STAFF AND JUDGE
- ASSIST IN SCREENING AND INTERVIEWING DRUG COURT PERSONNEL
- SUPERVISES AND EVALUATES WORK OF JUVENILE DRUG COURT PERSONNEL
- CONDUCTS ON-THE-JOB TRAINING
- PREPARE FIELD REPORTS
- OTHER DUTIES AS ASSIGNED



Treatment Coordinator - JDC

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**Details**

**Job ID : 393**

**Title :** Treatment Coordinator - JDC

**Job Code :** 1030

**Salary :** \$2,603.00 (Monthly)

**Grade :** 10

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

RESPONSIBLE FOR CONDUCTING DRUG COURT ELIGIBILITY ASSESSMENTS FOR MULTIPLE JUVENILE DRUG COURT PROGRAMS.

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**Required Qualifications**

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 3 Years of Related Experience

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**Job Required Knowledge**

- KNOWLEDGE OF CRIMINAL JUSTICE SYSTEM, MENTAL HEALTH, AND RELATED COMMUNITY RESOURCES.
- 4 YEAR COLLEGE DEGREE MUST BE IN A HUMAN SERVICES FIELD

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**Job Skills/Abilities**

- MUST BE ABLE TO DEAL WITH HIGHLY STRESSED PEOPLE
- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

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**Job Preferred Knowledge**

- MASTERS OF SOCIAL WORK
- CADAC

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**Job Duties**

- RESPONSIBLE FOR PARTICIPANT INTAKE UTILIZING THE ADDICTION SEVERITY INDEX ASSESSMENT
- WILL CONDUCT INDIVIDUAL, FAMILY AND GROUP EDUCATIONAL SESSIONS IN VARIOUS SETTINGS INCLUDING THE DETENTION CENTER
- MAY BE REQUIRED TO CONDUCT OBSERVED URINE TESTS
- MAY WORK WITH COMMUNITY AGENCIES TO PROVIDE RESOURCES TO DRUG COURT CLIENTS
- RESPONSIBLE FOR MAINTAINING AND REPORTING PROGRAM DATA
- OTHER DUTIES AS ASSIGNED



Unit Supervisor

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**Details**

**Job ID : 370**

**Title :** Unit Supervisor

**Job Code :** 1207

**Salary :** \$3,149.00 (Monthly)

**Grade :** 12

**Tenured :** YES

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**Job Departments**

- Juvenile Services

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**Purpose**

RESPONSIBLE FOR PERFORMING ADMINISTRATIVE DUTIES RELATED TO THE MANAGEMENT OF ALL ACTIVITIES IN THE STATEWIDE COURT DESIGNATED WORKER PROGRAM, THE LAW RELATED EDUCATION PROGRAM AND THE JUVENILE DRUG COURT PROGRAM.

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**Required Qualifications**

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 5 Years of Related Experience

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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**Job Duties**

- DAY TO DAY SUPERVISION AND ADMINISTRATION OF ALL ACTIVITIES RELATING TO THE MANAGEMENT OF THE DIVISION
- INTERPRET DEPARTMENTAL POLICIES AND PROCEDURES TO DEPARTMENTAL PERSONNEL
- DEVELOP AND IMPLEMENT DIVISION POLICIES AND PROCEDURES STATEWIDE
- ESTABLISH OR ADJUST WORK PROCEDURES TO MEET THE DIVISION'S MISSION
- PRODUCES DIVISION REPORTS AND DOCUMENTS
- SERVES ON VARIOUS COMMITTEES AND MAKES CONTACT WITH COURT OFFICIALS, STATE AGENCIES AND FIELD REPRESENTATIVE CONCERNING DIVISION ACTIVITIES
- OTHER DUTIES AS ASSIGNED